

MONROE TOWN COUNCIL
Monroe, Connecticut
DRAFT SPECIAL MEETING MINUTES

January 15, 2015 – 8:00 PM – Council Chambers

Present: Chairman Frank Lieto
Vice Chairman Enid Lipeles
Councilmember Phyllis Kansky
Councilmember Kenneth Kellogg
Councilmember Dee Dee Martin
Councilmember Sean O'Rourke
Councilmember Kevin Reid

Absent: Councilmember Deborah Heim
Councilmember Raymond Knapp, Jr.

Also Present: First Selectman Stephen J. Vavrek (*arrived at 8:50 p.m.*)

A special meeting of the Monroe Town Council was held on Thursday, January 15, 2015 at 8:00 p.m. in the Council Chambers of the Monroe Town Hall.

CONSENT CALENDAR

Motion to approve the minutes and voting record of the regular meeting held on December 8, 2014 (Session 2014-21).

Motion to approve the minutes of the special meeting held on December 29, 2014.

Request for Refunds dated January 5, 2015 totaling \$9,328.67.

Councilmember Martin wished to have her remarks on electing Chairman Lieto and Vice-Chairman Lipeles revisited. The Town Council Meeting Minutes on November 24, 2014 she congratulated new Chairman Frank Lieto and new Vice-Chairman Enid Lipeles. Councilmember Martin thought the decision to do this was not a surprise to anyone and stated from outside of the dais she noted she would give support and encouragement and wishes both Chairman Lieto and Vice-Chairman Lipeles the best.

The Consent Calendar was passed unanimously to the December 8, 2014 (Session 2014-21) and the special meeting held on December 29, 2014, and with the noted amendment to the November 24, 2014 Town Council Meeting.

Chairman Lieto noted First Selectman Vavrek is present but is attending a pension meeting and will arrive shortly.

COMMUNICATIONS

Memo from Mr. Kurt Anderson of WMNR to Town Council Chairman and First Selectman dated December 16, 2014 regarding WMNR's CPB Grant for FY2015.

Email from resident Ms. Cheryl Jimmie to Town Council Chairman dated December 17, 2014 regarding Roof Permit Plea for 213 Windgate Circle.

Memo from the Tax Collector to Town Council Chairman dated January 5, 2015 regarding Requests for Refunds totaling \$9,328.67.

Memo from Mr. Kenneth Kellogg EMS Facility Workgroup Chairman to First Selectman and Town Council Chairman dated January 7, 2015 regarding Requests from EMS Facility Workgroup.

PUBLIC PARTICIPATION

Nicholas Kapoor, 11 Cardinal Lane wanted it known he is happy to see the Town Council packets are now online. He also wanted to make some comments on the budget noting he would like the First Selectman's office to include in the Town Council budget books, the backup of what the department heads submitted in December. He feels the documents do answer almost 90% of his questions. Mr. Kapoor also had concerns regarding "consensus" voting wanting to know the difference between a consensus vote and a normal vote. He feels the Town Council will open itself up to more liability by not making a motion and a second and voting on the motion instead of having a "consensus" vote. He also commented on long term planning for Monroe. He noted he proposed last year "Monroe 2020", a Commission composed of the First Selectman, a representative from each of the elected boards and four members of the public (one each of Democrat, Republican, and 2 Unaffiliated). He feels there needs to be a comprehensive, omnibus document that can put all the votes of the elected boards into context and have everyone on the same page working towards the same goals, regardless of party. He feels the public should have direct input also. He noted "Monroe 2020" could give them a frame work of what the previous elected thought about the future of the town. Mr. Kapoor concluded by stating he wanted to publicly acknowledge Councilmember Dee Dee Martin for completing her twentieth (20th) year as a member of the Monroe Town Council, noting she is the longest serving Councilmember in our town's history.

Councilmember Kansky wanted to comment on Mr. Kapoor's first comment. She noted in her prior job, they had a secretary copy back up supplied to the Selectman for the budget from every Board member and the Board of Finance which was standard procedure and she felt it was very helpful.

APPOINTMENTS - None

ACTION ITEMS

Town Council Committee on Finance, Education, Health & Public Safety Matters

Councilmember Heim was not present. Councilmember Kellogg reported the FHEPS subcommittee met on December 17, 2014. He did note some upcoming items such as a special Board of Education ADHOC meeting will be held on January 20, 2014 at 6:30 p.m. with a presentation to be done on facility and demographic study held at Masuk High School, and the

Monroe Elementary School celebrating their 80th year will be held on January 24, 2014 from 7:00 p.m. to 11:00 p.m. at Roberto's Restaurant.

Town Council Committee on Planning & Zoning, Public Works and Parks & Recreation Matters

Councilmember O'Rourke reported he met with the subcommittee on December 16, 2014 and reviewed which subcommittee would take on the liaison position. He noted they discussed the Parks and Recreation issues with Director Frank Cooper on the extra field's project. Councilmember O'Rourke concluded some discussion was done on forming an ADHOC committee for IT infrastructure. The next scheduled meeting will be held on January 20, 2014.

Town Council Committee on Legislative & Administrative Matters

Vice-Chairman Lipeles reported her committee is still working on the anti-blight ordinance.

Trumbull/Monroe Health District

Councilmember Knapp was not present; therefore, no report was given.

First Selectman's Update

First Selectman Vavrek stated on January 31, 2015, there will be a Project Warmth Fundraiser held at the Waterview in Monroe. Tickets are \$70.00 per person which includes open bar and plenty of food and dancing. He noted as of now, 50 people have signed up and they need 125 as this is a very important cause. He noted a new store called Pemberley Designer Consignments located at 605 Main Street in Monroe officially opened on January 15, 2015. The consignment shop holds fall and winter clothing from department stores and high end designers. Vice-Chairman Lipeles stated she has been there and stated they carried Louis Vuitton purses.

UNFINISHED BUSINESS

Parks and Recreation Field Project Resolution

Frank Cooper, Director of Parks and Recreation was present and gave a small packet to all Council members to look over regarding the Parks and Recreation field project. He noted the packet included a Google map and a scope of the project. Mr. Cooper met with inland/wetlands to discuss and is moving forward to Planning and Zoning. He noted the project consists of two (2) athletic spaces in the park, one tentatively called west field and the other a practice field. He noted the west field will be a multi-use field designed to be used for soccer, lacrosse, football, field hockey, and ultimate Frisbee. He stated a pathway will also be designed to get maintenance and emergency vehicles to get through. Mr. Cooper stated the fields will be designed to satisfy the needs of the community, as many programs play on the same fields and overlap, causing distress on the turf. He did note they do not use chemicals and the grass does have good density, but the fields do not get the break needed and there will be damage from overuse and compaction, causing the root system not getting an opportunity to grow. He would like to see activity rotated for good turf management and certain areas enough time for closures. He noted a large portion of the project will be paid by the estate of Lillian Wilton in the amount \$403,645. The commission was to utilize this money for the field project and the splash pad at Wolfe Park. The splash pad is estimated to be \$175,000 leaving the remainder of \$228,645 to go to the field

projects. He also noted the project will go out to bid and they will also be utilizing the material that is already there.

Councilmember Kansky asked if the fields will have lighting and Mr. Cooper stated they will not. Councilmember Martin requested the plan of the field be made larger on paper and Mr. Cooper stated he will get a larger plan printed out. Councilmember Martin wanted to make sure Kids Creation playground would not be disturbed and Mr. Cooper stated it would not. Chairman Lieto noted he does hear from the public regarding the declining enrollment with children in the town and why we need more fields. He feels now that he has heard the presentation by Mr. Cooper on having more sports, more diversity, more participation, and multi-season sports, his question has been answered.

Councilmember Martin asked where the preliminary cost estimates came from and Mr. Cooper answered TPA, project engineers.

Chairman Lieto noted for the record, the Board of Finance passed a resolution for appropriation and bond authorization of \$250,000 for the Parks and Recreation field project.

Motion: (E. Lipeles)

To adopt the following resolution as written and incorporated into the body of the resolution.

TOWN OF MONROE RESOLUTION REGARDING AN APPROPRIATION AND BOND AUTHORIZATION OF \$250,000 FOR THE PARKS AND RECREATION FIELD PROJECT

RESOLVED:

(i) that the sum of \$250,000 be appropriated for the cost of the Parks and Recreation Field Project, such project to include the construction of a new athletic field at Wolf Park in the Town of Monroe (the "Town") and all alterations, repairs and improvements in connection therewith, as well as engineering, architectural and temporary and permanent financing costs (the "Project") and to meet said appropriation and in lieu of a tax therefor, bonds of the Town be issued pursuant to Chapter 109 of the Connecticut General Statutes, as amended, or any other provision of law thereto enabling, in the amount of \$250,000 or so much thereof as may be necessary after deducting grants or other sources of funds available therefor, which bonds shall be general obligations of the Town to which its full faith and credit is pledged; and

(ii) that the First Selectman and the Treasurer be authorized to issue and sell such bonds and to determine the amount, date, date of maturity, interest rate, form and other details of such bonds, pursuant to Chapter 109 of the Connecticut General Statutes, as amended, or any other provision of law thereto enabling; and

(iii) that the First Selectman and the Treasurer shall sign the bonds by either manual or facsimile signatures and that the law firm of Pullman & Comley, LLC is designated as bond counsel to approve the legality of the bonds; and

(iv) that the First Selectman and the Treasurer be authorized to issue and sell temporary notes of the Town in an amount not to exceed \$250,000 in anticipation of the receipt of the proceeds from the sale of such bonds and to determine the amount, date, date of maturity, interest rate, form and other details of such notes, pursuant to Chapter 109 of the Connecticut General Statutes, as amended, or any other provision of law thereto enabling, provided that the proceeds from the sale of such notes shall be used for said purpose; and

(v) that the First Selectman, the Treasurer, or either of them, is authorized to designate a bank or trust company to be the certifying bank, registrar, transfer agent and paying agent of the

bonds; to sell the bonds and notes at public or private sale or negotiation; to deliver the bonds and notes; to perform and comply with all requirements of the Internal Revenue Code of 1986, as amended, and to perform all other acts and execute such documents which are necessary or appropriate to issue the bonds and notes including, but not limited to, the execution and delivery of a bond purchase agreement, tax compliance agreement and bond insurance agreement; and

(vi) that the First Selectman, Treasurer and Director of Finance or any one of them are hereby authorized, on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution, including agreements to provide information on an annual or other periodic basis to nationally recognized municipal securities information repositories or state based information repositories (the "Repositories") and to provide notices to the Repositories of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended; and

(vii) that the Town reasonably expects to incur expenditures (the "Expenditures") in connection with the capital project for which a general functional description is provided above. The Town reasonably expects to reimburse itself for the cost of the Expenditures with the proceeds of bonds, notes or other obligations of the Town described above. The maximum principal amount of such debt is not expected to exceed \$250,000. This declaration of official intent is a declaration of official intent made pursuant to Treasury Regulation Section 1.150-2.

Second: (S. O'Rourke)

Motion passed 7-0

EMS Workgroup Update

Chairman Kellogg stated the EMS Facility Workgroup met on December 15, 2014 and discussed needs assessment, location, and funding sources for the project. He noted the Workgroup voted unanimously to pursue this professional feasibility study and based upon prior work done by the EMS Commission, the Workgroup feels that a \$25,000 allocation is appropriate for such study. They made the following requests: (1) that the Town allocates \$25,000 from the Cornelia H.B. Rogers Memorial Fund for this study. The EMS Commission, through its Chairman, has confirmed that funding towards a future EMS building was not included in its current operating budget, therefore, requesting an allocation from this Memorial Fund as an opportunity to use the fund in a manner that serves all our residents while minimizing any impact to other, taxpayer-funded sources. (2) The First Selectman waive, as provided in the Town's Purchasing Policy, the requirement for sealed proposals for such feasibility study, given that: a) the Workgroup will solicit a minimum of three bids from professional services firms with prior work and expertise in public safety building design in Connecticut, b) the expense is not expected to be significantly over the \$10,000 threshold for sealed proposals (i.e., less than \$25,000.) c) the Workgroup believes it is in the best interest of the Town to work expeditiously in soliciting bids and interviewing firms without the procedural delays resulting from a sealed proposal process, d) the sealed proposal process, in this circumstance, is therefore impractical as it would not add significant value and only serve to add unnecessary delay to our efforts.

Councilmember Martin wanted to know how much more work is involved to improve the bidding process instead of having it waived. Councilmember Kellogg noted this is following the policy to allow the First Selectman to waive, and as explained by his Workgroup, it was impractical and would cause delays for a \$25,000 project. Councilmember Kansky disagreed

feeling a preliminary consulting service may be needed to make more informed decisions. Councilmember Martin stated we have heard discussions in the past about people doing work for the Town of Monroe, but to start without a bid process is a big concern to her. Councilmember O'Rourke asked Ron Bunovsky, Director of Finance what the cost of a bidding process would be. Mr. Bunovsky stated it could be costly. Chairman Lieto noted it would be appropriate to refer to FHEPS to do some leg work and be presented again to Council.

Trumbull Monroe Health District

Vice-Chairman Lipeles noted she spoke with the Health District Director, Patrice Sulik and she provided Monroe with information regarding its withdrawal from the District and plans for its own department. Vice-Chairman Lipeles feels the key is to go through FHEPS as we have to get a Health District by July 1, 2015. She would like to see a sanitarian hired, have Chairman Lieto refer this to FHEPS, inviting Ms. Sulik to a meeting and see what ideas everyone has. Chairman Lieto stated he has spoken with the First Selectman and he has been on top of everything pertaining to the Health District. Councilmember Kansky wanted to go on record stating the Health District was formed because we had a sanitarian who could not possibly do all the work that was required, feeling one person cannot do it and that is why the Health District was formed. Councilmember Martin asked the First Selectman where we stand on the issues of the Health District. First Selectman Vavrek noted he is interviewing Health Districts now and stated we cannot wait until June because a budget needs to be put together. He noted the Town Council of Trumbull may be a little hasty in doing this and hopes that maybe they will give us a year to put something together. He also noted if a Health District is formed, we have to make sure it is the right fit for the residents. Councilmember Kansky asked the First Selectman if we can get our own analysis to what the cost would be to have our own Health Department. First Selectman Vavrek stated yes. Chairman Lieto noted this will be kept on the Town Council agenda.

Town of Monroe Purchasing Policy

Chairman Lieto noted numerous discussions were done on this matter but it still needs more reviewing, and he will refer this matter to L&A to have discussions and add clarity to this policy. First Selectman Vavrek noted he will be composing a draft in a few weeks.

NEW BUSINESS

WMNR's CPB Grant for FY2015

Motion: (E. Lipeles)

To accept WMNR's Corporate Public Broadcasting Grant for FY2015 for \$95,650 that needs approval at the next Town Council meeting. WMNR has received an annual grant from the Corporation for Public Broadcasting since 1993. The amount this year is very similar to last year's grant of \$88,437. The approved budget for WMNR this year estimated the CPB grant amount to be \$89,000.

Second: (D. Martin)

Discussion: Kurt Anderson was present noted this is a yearly grant with a small restricted portion which has to be spent on national programming but is not a matching grant and they are very fortunate to get it again.

Motion passed 7-0

East River Consortium

Motion: (E. Lipeles)

To approve, adopt, and authorize the First Selectman to execute on behalf of the Town of Monroe and East River Energy contracts dated December 9, 2014.

Second: (K. Reid)

Discussion: Ron Bunovsky, Director of Finance was present and noted this was just brought to everyone's attention regarding the locking in fuel price. The Consortium watched the market in August and locked the price in December, noting the Board of Education already signed the contract. He noted oil prices did go down, but they could not predict the future. Chairman Lieto took a consensus to see if everyone on Council was comfortable with the contracts. All Council members felt comfortable going forward, but Councilmember Martin noted if we could address more of a bidding process. Mr. Bunovsky stated yes, other options can be given, but the Consortium is the best option.

Motion passed 7-0

Hills of Monroe Condominiums Roof Permit Exception

Motion: (F. Lieto)

BE IT RESOLVED:

WHEREAS, the Town Council for the Town of Monroe has been apprised of the following factual situation:

That Hills of Monroe Condominium Association ("HOM") has applied for a building permit from the Town of Monroe to replace a roof as its building located at 213 Windgate Circle ("building permit"); and

WHEREAS, the Town of Monroe Building Official, in processing the application had determined from the Monroe Tax Collector that one of the individual units located within the aforesaid building at HOM is delinquent in the payment of real estate taxes; and

WHEREAS, the Monroe Tax Collector, by State Statute, cannot sign the permit since all of the units at HOM are not up to date on the payment of their taxes; and

WHEREAS, there is a possible safety and/or health situation which exists at HOM; and

WHEREAS, the First Selectman, pursuant to Section 7-148(7)(h)(xi), is empowered to do those acts necessary to provide for the health of the inhabitants of the municipality and to do all things necessary or desirable to secure and promote the public health and therefore

It is hereby resolved that the Monroe Town Council, as legislative body of the Town of Monroe, hereby authorizes the First Selectman, in carrying out his powers and responsibilities under Section 7-148(7)(h)(xi) to sign off on the pending building permit for the HOM as aforesaid forthwith.

Dated this 15th day of January, 2015 at Monroe, Connecticut

Monroe Town Council

Francis Lieto, Its Chairman

Second: (E. Lipeles)

Discussion: Chairman Lieto noted correspondence was given to him from Cheryl Jimmie from the Hills of Monroe regarding a roof replacement permit that was recently denied. She noted her building contains six units and she just learned that one of the units is not up to date with taxes, noting the unit owner is dealing with financial hardship and will not be able to pay them in full.

Manny Cambra, Tax Collector, pursuant to state statute could not sign off on that building permit, however, there is a state statute 7-148(7)(h)(xi) which gives the legislative body of the town authorize the First Selectman to authorize a building permit to allow emergency or dire repair over the objection of the Tax Collector. All Council members were in agreement to give this exception.

Motion passed 7-0

Call for Town Meeting: Monday, February 4, 2015 at 7:00 PM for Bond Resolutions

**EXCERPT FROM THE MINUTES OF THE MEETING OF THE TOWN COUNCIL
HELD January 15, 2015**

A meeting of the Town Council of the Town of Monroe was held in the Monroe Town Council Chambers of the Monroe Town Hall of January 15, 2015 at 8:00 p.m.

Chairman Lieto called the meeting to order at 8:00 p.m. in the Monroe Town Council Chambers of the Monroe Town Hall, Monroe, Connecticut and stated that the Resolution Regarding an Appropriation and Bond Authorization of \$2,400,000 for the Phase 3 and Phase 4 Road Construction and Reconstruction Project (the "Road Resolution") and the Resolution Regarding an Appropriation and Bond Authorization of \$620,000 for the Underground Storage Tank Removal and Replacement Project (the "UST Resolution" and together with the Road Resolution, the "Resolutions") is available to the public and may be obtained from the Town Clerk. The Resolution has previously been approved by the Town Council and the Board of Finance.

Members present and absent at commencement of the meeting were as follows:

PRESENT

Chairman Frank Lieto
Vice Chairman Enid Lipeles
Councilmember Phyllis Kansky
Councilmember Kenneth Kellogg
Councilmember Dee Dee Martin
Councilmember Sean O'Rourke
Councilmember Kevin Reid

ABSENT

Councilmember Deborah Heim
Councilmember Raymond Knapp, Jr.

Chairman Lieto moved, seconded by Vice-Chairman Lipeles, that, a Town Meeting be warned and held on February 4, 2015 at 7:00 p.m., in the Monroe Town Council Chambers of the Monroe Town Hall to consider and act upon the Road Resolution and to consider and act upon the UST Resolution and that the Town Clerk cause legal notice of such meeting to be posted and published in accordance with law.

Upon roll call vote, the ayes and nays were as follows:

AYES

Chairman Fran Lieto
Vice Chairman Enid Lipeles
Councilmember Phyllis Kansky
Councilmember Kenneth Kellogg
Councilmember Dee Dee Martin
Councilmember Sean O'Rourke
Councilmember Kevin Reid

NAYS

Chairman Lieto thereupon declared the motion carried and the resolution adopted.

There being no further business to conduct, a motion to adjourn was moved and seconded and unanimously adopted and the meeting adjourned at 10:15 p.m.

**EXCERPT FROM THE MINUTES OF THE MEETING OF THE TOWN COUNCIL
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A meeting of the Town Council of the Town of Monroe was held in the Monroe Town Council Chambers of the Monroe Town Hall of January 15, 2015 at 8:00 p.m.

Chairman Lieto called the meeting to order at 8:00 p.m. in the Monroe Town Council Chambers of the Monroe Town Hall, Monroe, Connecticut and stated the Resolution Regarding an Appropriation and Bond Authorization of \$250,000 for the Parks and Recreation Field Project is available to the public and may be obtained from the Town Clerk. This Resolution has previously been approved by the Town Council and shall be approved by the Board of Finance prior to the Town Meeting.

Members present and absent at commencement of the meeting were as follows:

PRESENT

Chairman Frank Lieto
Vice Chairman Enid Lipeles
Councilmember Phyllis Kansky
Councilmember Kenneth Kellogg
Councilmember Dee Dee Martin
Councilmember Sean O'Rourke
Councilmember Kevin Reid

ABSENT

Councilmember Deborah Heim
Councilmember Raymond Knapp, Jr.

Chairman Lieto moved, seconded by Vice-Chairman Lipeles, that, a Town Meeting be warned and held on February 4, 2015 at 7:00 p.m., in the Monroe Town Council Chambers of the Monroe Town Hall to consider and act upon the Parks and Recreation Field Resolution and that the Town Clerk cause legal notice of such meeting to be posted and published in accordance with law.

Upon roll call vote, the ayes and nays were as follows:

AYES

Chairman Fran Lieto
Vice Chairman Enid Lipeles
Councilmember Phyllis Kansky
Councilmember Kenneth Kellogg
Councilmember Dee Dee Martin
Councilmember Sean O'Rourke
Councilmember Kevin Reid

NAYS

Chairman Lieto thereupon declared the motion carried and the resolution adopted.

There being no further business to conduct, a motion to adjourn was moved and seconded and unanimously adopted and the meeting adjourned at 10:15 p.m.

Town Council Budget Workshop dates for Proposed 2015/16 Town of Monroe Budget

Motion: (E. Lipeles)

To accept the Budget Workshop sessions for 2015-2016 Town of Monroe Budget.

Second: (K. Kellogg)

Discussion: Chairman Lieto stated he did coordinate the dates with the Board of Finance.

Motion passed 7-0

2ND PARTICIPATION

Debra Duchess, 15 Heartstone Road made a comment on the field maps for Wolfe Park noting she saw a piece of paper that was handed out which had financial information referencing to a fund. She would like to caution Town Council and the Board of Finance that they have to approve the use of the funds and this was not done. Ms. Duchess feels the full project was formally proposed.

Next Town Council Meeting will be scheduled on January 26, 2015

ADJOURNMENT

Motion: (E. Lipeles)

To adjourn the meeting at 10:15 p.m.

Second: (K. Reid)

Motion passed 7-0

Respectfully submitted,

Donna Cerreta
Town Council Clerk